

# Risk Management & Mitigation Policy

The Newberry Institute, Inc.  
Last updated: June 30, 2025

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## 1. Purpose

The purpose of this Risk Management & Mitigation Policy is to protect the mission, assets, people, reputation, and sustainability of The Newberry Institute, Inc. (“TNI” or “the Institute”). As a 501(c)(3) nonprofit delivering programs in health, education, environmental stewardship, civic engagement, and community development, TNI is committed to identifying, assessing, and managing risks in a proactive and systematic manner.

This policy provides a framework for risk assessment, response, mitigation, and continuous monitoring across all aspects of the organization’s work.

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## 2. Scope

This policy applies to all individuals involved in the operations of TNI, including:

- Board members and advisory board members
- Executive leadership and employees
- Contractors, vendors, and consultants
- Program participants and community stakeholders
- Volunteers, interns, and service partners

It governs TNI’s organizational, financial, operational, reputational, compliance-related, and programmatic risks across all sites, platforms, and initiatives.

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## 3. Risk Philosophy

TNI recognizes that risk is inherent in innovation, community programming, and nonprofit operations. Rather than eliminate all risk, the Institute seeks to:

- Minimize unnecessary or harmful risks
  - Anticipate and prepare for potential disruptions
  - Make informed, evidence-based decisions
  - Promote a culture of safety, accountability, and due diligence
  - Ensure resilience in pursuit of its mission
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## 4. Categories of Risk

TNI monitors and mitigates risks across multiple domains, including but not limited to:

- Strategic Risk: Changes in political, economic, or funding landscapes; failure to meet mission objectives
  - Operational Risk: Program delivery failures, system breakdowns, staff turnover, partner misconduct
  - Financial Risk: Fraud, theft, grant mismanagement, funding shortfalls, overdependence on single sources
  - Legal and Compliance Risk: Violations of contracts, grant terms, employment law, nonprofit regulations
  - Reputational Risk: Negative public perception, media incidents, or partner actions impacting trust
  - Safety and Security Risk: Physical harm to staff, volunteers, or beneficiaries; data breaches; emergency events
  - Technology Risk: System outages, cybersecurity threats, loss of data or digital access
  - Environmental Risk: Natural disasters, facility damage, or disruption of services due to environmental conditions
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## 5. Roles and Responsibilities

Risk management is a shared responsibility across all levels of the organization:

- Board of Directors: Oversees enterprise-wide risk and ensures a culture of accountability
  - Executive Director: Leads organizational risk management planning and implementation
  - Program and Operations Staff: Identify and mitigate risks specific to their roles and programs
  - Finance Team: Monitors fiscal risks, compliance, and financial controls
  - Volunteers and Partners: Are briefed on relevant risks and must follow established safety protocols
  - Risk Officer (if designated): May coordinate documentation, reporting, and training around risk mitigation
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## 6. Risk Assessment and Mitigation Process

TNI uses a four-step approach to managing risk:

### 1. Identification

- Conduct periodic risk assessments for organizational and programmatic functions
- Review audit reports, insurance claims, incident logs, and stakeholder feedback

### 2. Evaluation

- Assess the likelihood and potential impact of each identified risk
- Categorize risks as low, moderate, or high priority

### 3. Response Planning

- Accept, mitigate, transfer (e.g., via insurance), or avoid the risk
- Develop and maintain mitigation strategies such as policies, controls, and contingency plans

### 4. Monitoring and Review

- Track emerging risks and changes in existing ones

- Review risk registers quarterly or as appropriate
  - Update mitigation plans based on lessons learned, audits, or significant events
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## 7. Risk Mitigation Tools

TNI employs the following tools to mitigate organizational risk:

- Written policies (e.g., financial controls, HR, media consent, child protection)
  - Staff and volunteer training
  - Insurance coverage (e.g., general liability, directors & officers, workers' compensation)
  - Technology safeguards (e.g., password policies, backups, antivirus software)
  - Emergency preparedness plans
  - Memorandums of Understanding (MOUs) with partners
  - Incident and accident reporting procedures
  - Regular board review and strategic planning
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## 8. Emergency Preparedness

TNI maintains emergency protocols to respond to:

- Medical incidents
- Natural disasters
- Violent threats or security incidents
- Data breaches or loss of critical systems

Staff and volunteers are trained on basic emergency response protocols and reporting mechanisms. Emergency contact information and evacuation plans are maintained at all sites.

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## 9. Reporting and Escalation

- All suspected or actual incidents, including safety breaches, ethical violations, or data loss, must be reported to a supervisor, the Executive Director, or the Board Chair.
- Reports should be made as soon as possible using designated forms or contact channels.
- The organization will investigate all incidents promptly and implement corrective actions.

Confidentiality and non-retaliation protections apply under TNI's Whistleblower Policy.

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## 10. Review and Accountability

- This policy shall be reviewed annually by the Executive Director and Board of Directors.
  - Significant updates will be approved by the Board and communicated to all staff and volunteers.
  - Risk mitigation will be embedded into strategic planning, board reporting, and grant compliance processes.
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## 11. Contact


For questions about this policy or to report a risk concern, contact:

The Newberry Institute, Inc.

89 Commerce St

Hawkinsville, GA 31036, USA

 Email: [risk@thenewberryfoundation.org](mailto:risk@thenewberryfoundation.org)

 Phone: 478-285-9358